

Jefferson County Position Description

Name:		Department:	Human Services	
Position Title:	Maintenance Supervisor	Pay Grade:	11	FLSA: Y
Date:	October 2015	Reports To:	Administrative Services Division Manager	

Purpose of Position

To plan, direct and monitor all aspects of maintenance and security for Jefferson County Human Services/Health Department facilities, grounds and other assets.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages and provides leadership to maintenance and custodial staff for division activities, including providing training, assigning work, establishing and evaluating measurable goals and objectives, and recommending policy or procedural changes.
- Prepares and monitors unit budget and five year capital plan.
- Schedules and plans work orders for building and equipment inspections per State Code. Documents work and purchase orders, bids and material list, orders and stocks necessary materials.
- Identifies and corrects building and equipment problems. Inspects department buildings and property and generates work orders for necessary repairs.
- Plans and schedules corrective action and preventative maintenance. Obtains estimates and quotes of materials and equipment needed for repairs and completion of job tasks.
- Evaluates maintenance and service contract proposals.
- Oversees vendors and contractors to ensure that procedures meet requirements by reviewing plans and specialized drawings. Reviews vendor invoices to ensure accuracy of figures and facilitate prompt payment.
- Prepares reports of inspections and labor and material estimates to apprise Division Manager of conditions of property, equipment and materials needed for repairs.
- Manages department vehicle fleet including scheduling employee use and service requirements.

- Maintains security and safety of staff, public and buildings, including controlling secure door access system, ensuring buildings are locked, reporting any unauthorized occupants, identifying safety risks/hazards, performing regular fire/tornado drills, etc.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrate dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop.

Other Requirements:

Physical: Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to climb and lift, push, pull a minimum of 50 pounds.

Work Environment: Works with or around chemicals, fumes, heights and high voltage. Exposure to physical and verbal abuse and working in inclement weather.

Hours of Work: Typically works weekdays with an 24/7 on-call rotation.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Facilities Management or Industrial Maintenance with 5-7 years facilities management in a supervisory role or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Wisconsin Drivers license required. Refrigeration and boiler certifications and ability to read blue prints and schematics desired.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date